



# JOB POSTING

Interested candidates should send their resume and a writing sample via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

## **Public Information Officer – Consumer Protection (PIO-Consumer Affairs)**

The Indiana Attorney General's Office is seeking a motivated and experienced media relations specialist to serve as the Public Information Officer/Spokesman for Consumer Affairs. The title is PIO-Consumer Affairs and will specialize in developing media relations for areas within the Consumer Protection and Professional/licensing Divisions, special initiatives of the Office and unique consumer-focused projects.

This position demands a candidate that is self-motivated, organized, and able to manage multiple issues simultaneously. The position also includes overseeing Indiana.com news and alert content, social media sites/postings and tweets and press event scheduling.

The PIO for Consumer Affairs works directly with the marketing coordinator and the PIO for Policy and litigation to coordinate ongoing media and public relations efforts for the benefit of the Office. The position reports to the Chief of Staff.

### **Duties:**

- Managing phone calls and email inquiries from media on consumer-related affairs
- Coordinating and scheduling interviews and press releases
- Support the Policy/Litigation PIO
- Seek appropriate earned media opportunities for the Consumer Protection Division and Attorney General
- Coordinate earned media with the Outreach Specialists Division
- Manage all news content on IndianaConsumer.com, OAG Consumer Alerts, and social media accounts.
- Coordinate special projects and content for web and social media with Marketing Coordinator
- Develop and coordinate multi-media activities in conjunction with communication's staff, including audio actualities, video feeds and photography. Other multi-media as appropriate

### **Qualifications**

- Candidate must have at least three years public or media relations experience
- Social Media and audio/visual experience necessary
- Proficient with Microsoft office suite
- Bachelor's degree in communications or journalism preferred.